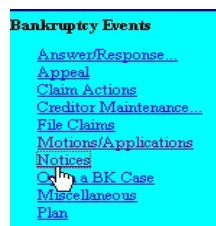
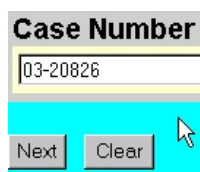

Notice to Substitute Attorney

STEP 1 Select **Bankruptcy** from the **Main Menu**, then click on **Notices**.

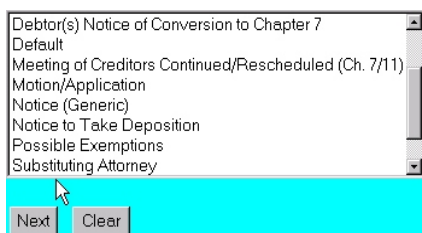


STEP 2 The **Case Number** screen displays.



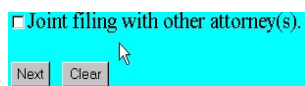
- ◆ Enter a **Case Number** and click on the **Next** button.

STEP 3 The **Select the Type of Notice** screen displays.



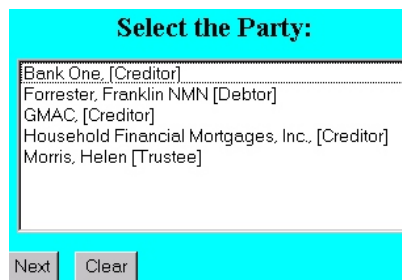
- ◆ Scroll through the options and highlight **Substituting Attorney**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



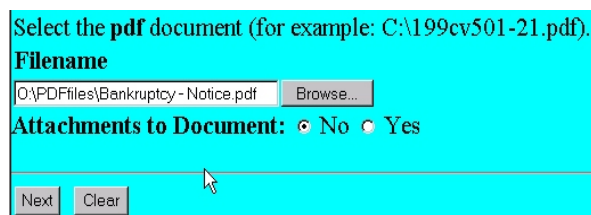
- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



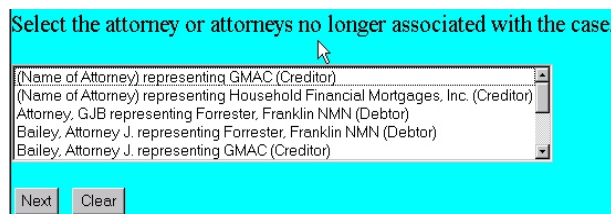
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



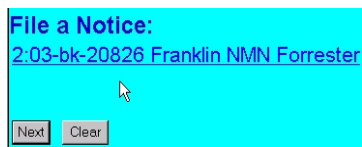
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

STEP 7 A **Select the Attorney no longer.....** screen displays.



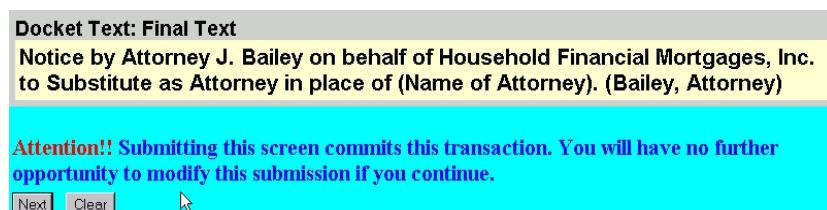
- ◆ Highlight the name of the attorney representing the creditor who is no longer associated with the case.
- ◆ Click on the **Next** button.

STEP 8 A **Verification** screen displays. Verify the accuracy of the case name and case number.



- ◆ Click on the **Next** button.

STEP 9 The **Docket Text: Final Text** screen displays.



- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

